

Closing the Building

YOU, and all the individuals in our community, are responsible for this wonderful building. If you are the last person in our building, here are the steps to secure it.

- ☐ Administration wing
 - ☐ Are all the lights off in the Mountain View Room?
 - ☐ Is the exit door locked in the Mountain View Room? If it's closed, it's locked.
 - ☐ Is the exit door locked in the Office on the left just outside of Mountain View?
 - ☐ Is the exit door locked in the Kitchenette?
 - ☐ Are the toaster and coffee-pot turned off or unplugged in the Kitchenette?
- ☐ Sanctuary
 - ☐ Are the lights off?
 - ☐ Is the door locked to the Ceres Drive parking lot?
 - ☐ Is the door locked to the outside gravel patio (with the Leopold benches)?
- ☐ SoS Wing (classroom lights will go off if no one is there after a few minutes)
 - ☐ Is the door locked in the Preschool (blue wall) classroom?
 - ☐ Is the door locked at the end of the SoS hallway?
- ☐ Kitchen (lights will go off if there is no one there after a few minutes)
 - ☐ Are the ovens off?
 - ☐ Are the coffee brewers off?
 - ☐ Is the door in the pantry to the Caria Drive parking lot locked (must be checked from the outside)?
- ☐ Fellowship Hall
 - ☐ Are all the lights off?
 - ☐ Is the door locked to the outside gravel patio (with the Leopold benches)?
 - ☐ Is the door locked to the Caria Drive parking lot?
- ☐ Foyer and central hallway
 - ☐ Are the lights off (a master switch is located inside each vestibule)?
 - ☐ Are the double doors by the Welcome Table locked (to the outside gravel patio with the Leopold benches)?
 - ☐ Are the double doors locked to the Caria Drive parking lot? If they need to leave before 11:45 and everyone is out of the building - call David Burrous 303-503-3566. He can override the system that leaves the building unlocked until 11:45.
 - ☐ Are the double doors locked to the Ceres Drive parking lot? (See above.)

SUPERHEROES, please check the doors you lock by pulling on them from the outside AFTER you think they are locked!

QUESTIONS? Call David Burrous (303) 503-3566, Carol Pranschke (847) 687-0259, or Millie Montgomery (404) 277-3049